NC E-Procurement Upgrade Go-Live Postcard #1
Community Colleges Edition

New Communications Format: Go-Live Postcards As we are nearing the July go-live date for the NC E-Procurement upgrade, we are increasing the frequency of our communications to users and project contacts. Please watch for more postcards with information you need to prepare for the NC E-Procurement upgrade.

Job Aids Updated We have updated the Training Job Aids to reflect new functionality of the upgraded NC E-Procurement. The updated Job Aids are available on the NC E-Procurement web site. Job Aids provide users with detailed instructions on how to complete everyday tasks in NC E-Procurement in a PDF file format. Each Job Aid includes screenshots to walk through the details of the process. These will provide a first look at what has changed and will reflect the new functionality.

Statewide Procurement Conference Presentation The NC E-Procurement team gave an update on the NC E-Procurement upgrade at the Statewide Procurement Conference hosted by the Department of Administration on April 24 & 25, 2012. The presentation is posted on the NC E-Procurement web site for your reference.

Training Opportunities In addition to the updated Job Aids, **"What's New" training sessions** will be held from mid-May through mid-June. The "What's New" training will highlight the new features of NC E-Procurement. It will focus on changes to the system and processes. This training will be delivered to all users in webinar format on **Thursday, June 14th** for community colleges, so watch for an online registration email to sign up. The webinar will be recorded for future viewing if you are not able to attend at that time. New online training modules will be also accessible on the web site towards the end of May.

Year-End Key Dates Please keep in mind some key fiscal year-end dates related to the upgrade:

- Friday, June 22nd, at 5 PM is the deadline for entering **new** requisitions in NC E-Procurement.

- Thursday, June 28th, at 5 PM is the deadline for making any updates to existing transactions.

- Tuesday, July 3rd or Thursday, July 5th are the potential go-live dates for NC E-Procurement upgrade. We are working with the Office of the State Controller to determine the specific date and will communicate that date when it is finalized.

Please see the calendar below for NC E-Procurement key dates during this timeframe:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	**18**	**19**	**20**	**21**	**22** 5PM: Deadline for creating **new** requisitions in NC E-Procurement	**23**
24	**25**	**26** Continue to process existing requisitions and purchase orders	**27**	**28** 5PM: Deadline for making any updates to existing transactions	**29** NC E-Procurement Unavailable	**30** NC E-Procurement Unavailable
1 NC E-Procurement Unavailable	**2** NC E-Procurement Unavailable	**3** Potential Go-Live Date #1 (working with OSC to determine date)	**4** State Holiday - Closed	**5** Potential Go-Live Date #2 (working with OSC to determine date)	**6**	**7**

June 2012 / *July 2012*

Follow-Up

We sent this postcard to NC E-Procurement Community College users, Purchasing Directors, and Finance Officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov